

NOTICE AND AGENDA
BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
Board of Directors
Regular Meeting

Public notice is given that the Big Plains Water And Sewer Special Service District, Apple Valley, Washington County, Utah will hold a **regular meeting** on **Thursday, October 03, 2019** at the **Apple Valley Town Hall**, 1777 N. Meadowlark Dr., Apple Valley, Utah, commencing at **6:00 PM** or shortly thereafter. In accordance with state statute, one or more council members may be connected via speakerphone.

The Agenda for discussion and action is as follows:

Call to Order/ Pledge of Allegiance/ Roll Call

Reports

1. Ross Gregerson
2. Dale Harris-Superintendent
3. Rod Mills-District Engineer Report

Discussion and Action

4. Authorize USDA RD to Move Forward on Water Project
5. Application for Extension on Well #59 Grant and Expansion of Project Scope- Cook Well and Jessop Well, Source Protection Work and Fence. Loan #35240
6. Future Public Comment Time

Consent Calendar

7. Consent Calendar-August 2019

Approval of Minutes for September 5, 2019

8. Approval of Minutes for 9.5.2019

Adjournment

CERTIFICATE OF POSTING: I, Michelle Kinney, as duly appointed Recorder for the Town of Apple Valley, hereby certify that this notice was posted at the Utah Public Notice website <http://pmn.utah.gov> and the Town Website www.applevalleyut.gov on the **1st day of October, 2019**.

Dated this 1st day of October, 2019

Michelle Kinney, Recorder
Town of Apple Valley

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS. MEETINGS
In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should notify the Town of Apple Valley at 435-877-1190.

Big Plains Water & Sewer Special Service District
Check Register
Checking - SBSU - 08/01/2019 to 08/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
USDA Rural Development	0815197	48 - 2014 Water	08/15/2019	08/15/2019	6,557.04	Interest - 2014 Water Project	516080 - Interest Expense
Elmes, Robert	909	072119	08/01/2019	08/26/2019	3,700.00	40' Shipping Container Purchase	511621 - Source Structures & Impro
USDA Rural Development	0815197	48 - 2014 Water	08/15/2019	08/15/2019	2,713.96	Principal - 2014 Water Project	512520.2 - 2015 Water Bond 01 Re
USDA Rural Development	0815196	48 - 2014 Water	08/15/2019	08/15/2019	955.50	Interest - 2014 Water Project Overrun	516080 - Interest Expense
Hinton Burdick CPA's	902	209516	07/31/2019	08/22/2019	750.00	FY19 Audit Progress Bill	516043 - Accounting & Audit Fees
ChemTech-Ford Laboratories	907	19F0641	07/29/2019	08/22/2019	395.00	1 Radiological 1 Radium-226	516044 - Water Testing
Hurricane Tire Pros	903	74196	07/31/2019	08/22/2019	337.74	2 6V Batteries	516051 - System Equipment
USDA Rural Development	0815196	48 - 2014 Water	08/15/2019	08/15/2019	313.50	Principal - 2014 Water Project Overrun	512521.2 - 2015 Water Bond 02 - R
ChemTech-Ford Laboratories	907	19F0640	07/29/2019	08/22/2019	265.00	1 Radiological	516044 - Water Testing
ChemTech-Ford Laboratories	907	19G1764	08/12/2019	08/22/2019	229.00	1 VOC 1 Metlas 1 U 200.8	516044 - Water Testing
Revco Leasing	905	538347	07/30/2019	08/22/2019	151.20	Printer Lease	516030 - Office Supplies and Expen
Xpress Bill Pay	ACH	080519	08/05/2019	08/05/2019	94.00	Merchant Portal	516030 - Office Supplies and Expen
VISA	ACH	083119	08/31/2019	08/31/2019	92.11	Preferred Parts - Battery	516060 - Equipment Maintenance
Apple Valley Self Storage	ACH	080119	08/01/2019	08/01/2019	80.00	Storage Unit	516050 - System Maintenance and
VISA	ACH	083119	08/31/2019	08/31/2019	77.98	Chevron	516061 - Equipment Fuel
Scholzen Products Company, Inc.	906	6398092	07/25/2019	08/22/2019	73.87	Blue Marking Paint	516051 - System Equipment
Electrical Wholesale Supply	CC	080119	08/01/2019	08/01/2019	50.42	Telemetry Components	516052 - Well Maintenance and Rep
Merritt, Harold	904	073119	07/31/2019	08/22/2019	48.72	July Mileage 84	516023 - Travel/Fuel
City of St. George	908	03814	07/08/2019	08/22/2019	45.00	Water Tests	516044 - Water Testing
City of St. George	908	03971	08/05/2019	08/22/2019	45.00	Water Tests	516044 - Water Testing
VISA	ACH	083119	08/31/2019	08/31/2019	41.47	Walmart - Toner	516030 - Office Supplies and Expen
VISA	ACH	083119	08/31/2019	08/31/2019	10.00	Streamline - Car Wash	516060 - Equipment Maintenance
					\$17,026.51		

Big Plains Water & Sewer Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2019 to 08/31/2019
16.67% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	47,192	22,328	47,193	186,048	25%
5150 Water Standby Fees	10,901	2,900	5,192	32,886	16%
5310 Connection Fees	10,706	0	2,500	65,000	4%
5410 Late Penalties and Fees	947	0	0	5,000	0%
5490 Other Operating Income	0	314	314	12,000	3%
Total Operating income	69,746	25,542	55,200	300,934	18%

Operating expense					
6011 Town Payroll Services	430	0	0	0	0%
6013 Water Salaries and Wages	6,924	3,462	6,924	45,000	15%
6014 Water Benefits	4,748	1,909	4,802	26,193	18%
6015 Admin Salaries and Wages	9,225	0	0	0	0%
6016 Admin Benefits	4,468	0	0	0	0%
6021 Public Postings	0	0	0	675	0%
6023 Travel/Fuel	215	0	49	1,500	3%
6024 Training	0	0	0	300	0%
6025 Books/Subscriptions/Membership	299	0	0	750	0%
6030 Office Supplies and Expenses	607	135	595	3,500	17%
6032 Postage	151	0	0	0	0%
6035 Bank Service Charges	0	1	1	0	0%
6040 Professional Service	200	0	0	5,000	0%
6043 Accounting & Audit Fees	4,500	0	750	6,000	13%
6044 Water Testing	45	274	979	4,000	24%
6045 Legal Fees	3,210	0	0	10,000	0%
6050 System Maintenance and Repairs	286	80	160	7,000	2%
6051 System Equipment	1,434	0	412	9,000	5%
6052 Well Maintenance and Repairs	0	50	50	2,500	2%
6053 Tank Maintenance and Repairs	0	0	0	5,750	0%
6060 Equipment Maintenance	2,014	102	102	3,000	3%
6061 Equipment Fuel	466	293	293	2,500	12%
6067 Utilities	3,763	0	2,981	15,000	20%
6068 Telephone & Internet	236	0	0	0	0%
6070 Insurance	1,441	0	0	5,000	0%
6095 Depreciation Expense	22,287	11,205	22,378	135,000	17%
Total Operating expense	66,948	17,512	40,477	287,668	14%

Ben:
Categories potentially impacted by interlocal agreement in red

Ben:
Utilities are a seasonal expense, proportional to seasonal water sales

Total Income From Operations:	2,798	8,030	14,722	13,266	111%
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Non-Operating Items:

Non-operating income					
5510 Grants	38,000	0	0	0	0%
5520 Impact Fees	12,000	0	0	234,000	0%
5610 Interest Income	597	346	709	2,400	30%
Total Non-operating income	50,597	346	709	236,400	0%

Ben:
There have been a number of new builds in the last 2 months, all on standby

Non-operating expense					
6080 Interest Expense	15,245	7,513	15,034	93,282	16%
Total Non-operating expense	15,245	7,513	15,034	93,282	16%

Total Non-Operating Items:	35,353	-7,166	-14,325	143,118	-10%
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Total Income or Expense	38,151	864	398	156,384	0%
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OPENING

Chairman Merritt brought the meeting to order at 6:00 p.m. welcoming all in attendance and led the Pledge of Allegiance.

PRESENT

Chairman Harold Merritt
Mayor Marty Lisonbee
Board Member Ross Gregerson
Board Member Denny Bass

Town Recorder Michelle Kinney

ABSENT

Board Member Neil Duncan

ACTIVITY REPORTS

1. **Dale Harris-** Water superintendent- Automation on the tank started going last month. Dale located an adapter on the hydrant in Canaan this took the 6 inch connection down to a 4 ½ inch. Dale has taken that off. He reminds everyone that hydrants are for use by the fire department or needs permission and must use a bulk meter. The town is missing water and he is watching for water leaks. There is an indentation in the road on Apple Blossom Lane near Neil's house that may be indicating a leak.

2. **Rod Mills-** Chairman Merritt would like to have a record about the "As Build" plans that were supposed to be done by Ensign but weren't finished. The district will have Rod finish this up. Rod is working with Dale to get this finished up so we have a good record of the system. Rod mentions the necessity to update and reevaluate the system with each new connection as this model hasn't been updated in a while.

Chairman Merritt the need for a defensible Impact Fee study. The water system master plan will need updating and a Capital Facilities plan is needed. Areas have been identified for additional tanks, wells, and transmission pipes. This is mostly in concept phase but will be helpful in putting the Capital Facilities plan together. Chairman Merritt asks Rod about how much it will cost for the capital facilities plan and the impact fee study. The current impact fee study is aged and it may cost around \$10,000 to have it updated. Chairman Merritt would like to get a work meeting together to look for some of the old documentation for these

studies.

A heated discussion ensues between the Mayor and Rod about the ethical points of Rod's work. Rod shares his opinion about the accusations that are being discussed. He mentions that he became involved with Gooseberry Preserve after the water district asked him to do it and an outside engineer will review the work on behalf of the district. Rod mentions that he has always disclosed any conflict of interest. Chairman Merritt asks that these type of discussions occur behind closed doors. Dale would appreciate a phone call on these types of issues. The Mayor apologizes to Rod for the misunderstanding. Dale mentions that the water line for LeBaron goes to the end of their property.

Board member Bass mentions that the District and Town need to share information to eliminate these problems. Rod Mentions that many of the water shares must have been pulled from the bank. There was a basic misunderstanding originally and many of these people will be putting water back into the bank. They come to an understanding that everyone involved needs to have better communication.

DISCUSSION AND ACTION

3. Discussion on Adoption of Rules and Regulations; Personal use of Public Property Policy Resolution BPW-2019-04

This resolution is indicates that district equipment and property shouldn't be used for personal use.

MOTION: Board Member Gregerson moves to adopt resolution BPW-2019-04

SECOND: Mayor Lisonbee

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson – Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

Board Member Bass - Aye

The vote was unanimous and the motion carried.

4. Bids for Cook and Jessop Wells

The bids will be going out next week. They discuss making everything 3 phase and putting lightening arresters on the wells. Ben mentions that this project is being funded through the escrow account and the money for this must be put back in to the account by November 8th. Chairman Merritt wants the bid ready to accept

by the next meeting so the paperwork can be finalized by the first part of October.

5. Container Delivery for Canaan Storage

Chairman Merritt mentions that the four-wheeler will be placed inside and all the material that the Webb family has been holding for us. The container is there and being used.

6. Consent Calendar July 2019

MOTION: Chairman Merritt moves to accept the consent calendar.

SECOND: Board Member Bass

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson – Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

Board Member Bass- Aye

The vote was unanimous and the motion carried.

7. Approval of Minutes for August 1st, 2019

Make changes on item 3 correct spelling on the word “single” and define that this is the Cooke well in Cedar Point.

MOTION: Board Member Gregerson moves to accept with the changes as noted

SECOND: Board Member Bass

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson – Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

Board Member Bass Aye

The vote was unanimous and the motion carried.

ADJOURNMENT

MOTION: Board Member Bass moves to adjourn

SECOND: Board Member Gregerson

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson –	Aye
Chairman Merritt –	Aye
Mayor Lisonbee-	Aye
Board member Bass-	Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:50 p.m.

Date approved: _____

Harold Merritt, Chairman

ATTEST BY: _____
Michelle Kinney, Recorder